


## Faculty reports: How to access your report in 4 easy steps

**Step 1:** Login to the system at <https://courseval.umflint.edu> with your unqname and LAN password.

### Log In

Enter your user name and password to log into this site.

User Name:

Password:

Issues logging in? Please contact your campus help desk.

**Step 2:** After logging into the system, the screen will say, “There are no surveys available to you at this time.” That is true, because you have no surveys to complete—but of course, you have reports to view! **Click on the Reports tab at the top of the screen.**



University of Michigan Flint

Surveys **Reports** Other [Log Out](#) | [Home](#)

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## My Reports

[Help Guide](#)

 My Course Questions

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**12345 1**  
Test Course

Mr. Nick Gaspar   
Dr. Harvey Sherman

Survey: CAS Eval 2

 View Report  All Reports  Preview Survey

**33%**  
Expected 3  
Received 1  
Open Until **Mar 31, 2011**

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**12345 1**  
Test Course

Ricardo Alfaro   
Barbara Cherem

Survey: CAS Test Evaluation

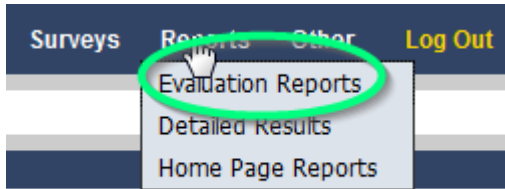
 View Report  All Reports  Preview Survey

**45%**  
Expected 11  
Received 5  
Open Until **Apr 14, 2011**

Deborah White

### Step 3: Click on Evaluation Reports

The Evaluation Reports screen displays the overall survey results information.



### Step 4: Use the Search Function to Find Your Evaluation Reports

Be sure to set the drop-down menus to Show All. Or choose a specific Survey Year and Survey Period.



**Note:** The screen retains the search settings when the user leaves the screen. The search term acts as a filter, so remember to clear the search.

The screenshot shows the full 'Evaluation Reports' interface. At the top is the 'mycourseval' logo and 'University of Michigan Flint' branding, along with navigation links for 'Surveys', 'Reports', 'Other', 'Log Out', and 'Home'. Below this is a header for 'Evaluation Reports' with the user name 'Deborah White'. The search filters are populated with: Type: Standard, Year: 2011, Period: 201120, Status: Active, Survey: CAS Eval 2, and Department: COMPUSCIEN. A search box on the right contains 'Survey Name' and has 'Go' and 'Clear' buttons. A checkbox for 'Find anywhere in field' is checked. Below the filters is a 'View:' dropdown set to 'Comparative' and buttons for 'View Report' and 'Print'. The main data table has the following columns: Close Date, Course Number - Section ID, Course Name, Responsible Faculty, Resp. Rec'vd, Resp. Exp., % Rec'vd, Include [All | None], and Access Role. One record is shown: Active, 12345 1, Test Course, Sherman, Harvey | White, Deborah Gaspar, Nick, 1, 3, 33%, [checked], and a help icon. A footer note says '1 record found.'

Close Date	Course Number - Section ID	Course Name	Responsible Faculty	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include [All   None]	Access Role
Active	12345 1	Test Course	Sherman, Harvey   White, Deborah Gaspar, Nick	1	3	33%	<input checked="" type="checkbox"/>	

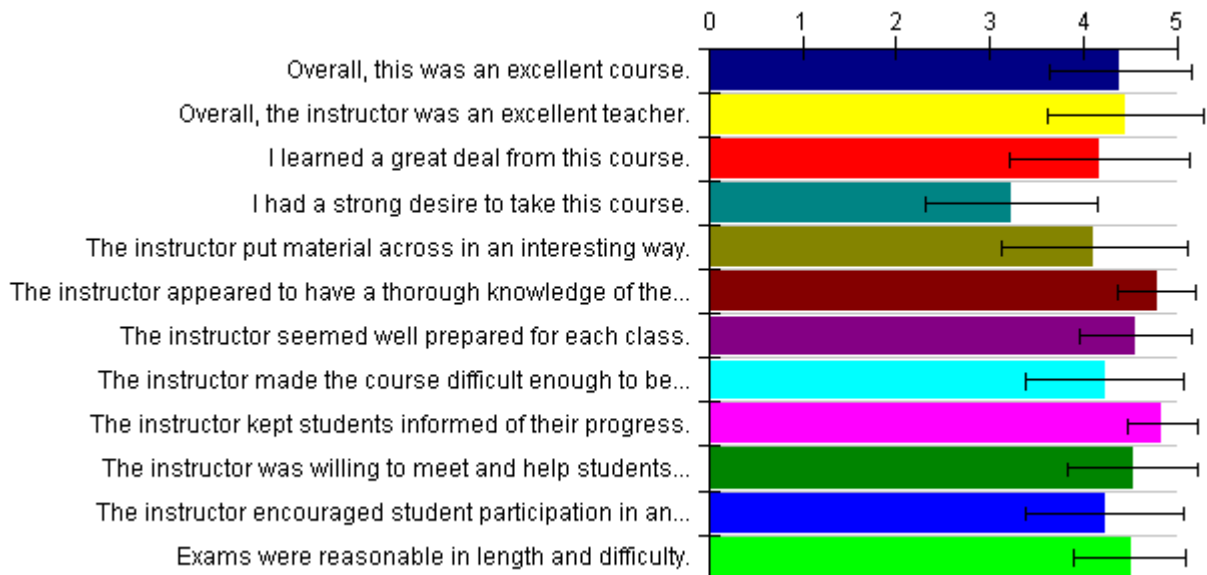
**Note:** The ability to modify report layouts is managed by the CoursEval Administrator. If this functionality is turned off, the individual will only be able to modify the comparative or individual summary view of the report information.

**SAMPLE REPORT**

<b>Course Evaluation 1 SUMMER2010</b>	<b>University of Michigan Flint</b>
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<b>Course:</b> XX23	<b>Department:</b> BUS
<b>Responsible Faculty:</b> Jane Doe	

**Category/Section: Course Questions/SOM EVAL 1**



[E] Strongly Disagree=01 | [D] Disagree=02 | [C] Neither Agree nor Disagree=03 | [B] Agree=04 | [A] Strongly Agree=05

KEY	Questions	Statistics				Frequency					Response		
		Mean	Med.	Mode	S.D.	E	D	C	B	A	Rec.	N/A*	Exp.
■	Overall, this was an excellent course.	4.4	4.5	5	.76	-	1	-	8	9	18	0	39
■	Overall, the instructor was an excellent teacher.	4.4	5	5	.83	-	1	1	5	11	18	0	39
■	I learned a great deal from this course.	4.2	4	4	.96	1	-	1	9	7	18	0	39
■	I had a strong desire to take this course.	3.2	3	3	.92	-	4	8	4	2	18	0	39
■	The instructor put material across in an interesting way.	4.1	4.5	5	.99	-	1	5	3	9	18	0	39
■	The instructor appeared to have a thorough knowledge of the course.	4.8	5	5	.42	-	-	-	4	14	18	0	39

The instructor seemed well prepared for each class.	4.6	5	5	.60	-	-	1	6	11	18	0	39
The instructor made the course difficult enough to be stimulating.	4.2	4	5	.85	-	1	2	7	8	18	0	39
The instructor kept students informed of their progress.	4.8	5	5	.37	-	-	-	3	15	18	0	39
The instructor was willing to meet and help students outside class.	4.5	5	5	.70	-	-	2	4	11	18	1	39
The instructor encouraged student participation in an equitable way.	4.2	4	5	.85	-	1	2	7	8	18	0	39
Exams were reasonable in length and difficulty.	4.5	5	5	.60	-	-	1	7	10	18	0	39

\*N/A responses indicate that the participant felt they did not have the information or experience required to respond to a question.

<b>Question:</b>	<b>Which aspects of this course did you like best?</b>
<b>Response Rate:</b>	<b>88.89% (16 of 18)</b>

1	having an instruction with vast experience in the field rather than someone that only had studied it
2	Instructor seemed to be well-organized and prepared. She was flexible with deadlines.
3	Jane was a fine instructor. Her real world knowledge is more interesting than text book examples. I have enjoyed this class and would recommend him to future students.
4	Her practical experience made me feel confident that I was taught only relevant material. I liked the answer keys she supplied for her tests. It helped me learn from my mistakes and I also liked knowing where I stood in comparison with the rest of the class. I liked her grading scale and the fact that she posted grades quickly.
5	The professor's willingness to help with course work.
6	I liked the fact the professor taught the real world situations and what we had to know.
7	quiq and test were easy
8	It was great to have a professor who truly cared about what her students took away from the class. She was always available for help outside of class when needed. Overall, great course.
9	very informative and had a lot of knowledge.
10	Interaction with other classmates.

<b>Question:</b>	<b>Which aspects of this course did you like least?</b>
<b>Response Rate:</b>	<b>83.33% (15 of 18)</b>

1	(my own fault) but taking it during the summer caused a lot of cramming for exams due to so much information being covered all at once
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